



**Construction Phase
Health, Safety & Environmental Plan for:**

Ty Maes, Marchog

Banwen

Glynneath

NEATH

Issued on
Date Issued 06/06/2022

QDTS Properties Ltd
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Produced By:

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Senior Site Manager

Amendment Schedule**General****Creating the Plan****Using the Plan****1.0 DESCRIPTION OF THE PROJECT****(a) Project name**

- Site location
- Description of construction work
- Programme
- Project directory
- Emergency contacts
- Extent & location of existing records and plans
- CCTV drainage survey produced by
- Western Power distribution
- Sewer record produced by
- Water mains record produced
- Land and contamination desk study

(b) Project personnel**(c) Surrounding land uses and related restrictions**

2.0 MANAGEMENT OF THE WORK

(a) Management structure and responsibilities

(b) Health & safety goals

(c) Arrangements for:

- Exchange of Design Information
- Handling Design Changes
- Site Operatives
- Contractor Pre-start Meetings
- Communication Arrangements with Contractors
- Evaluation of Contractors
- Exchange of Health & Safety Information
- Site Security
- Site Induction
- On-site Training
- Welfare Facilities
- Protective Clothing (PPE)
- Reporting and Investigation of Accidents including Near Misses
- Production and Approval of Risk Assessments and Written Systems of Work
- Environment Policy
- Site Rules
- Fire and Emergency procedures
- First Aid
- Fire
- Spillage
- Impact to or Failure of Scaffold
- Failure of Excavation
- Rescue of Fallen, Fall Arrest Equipment Users
- Recovery of Persons from Confined Spaces
- Civil Unrest, Contingency or Security Threat
- Client Specific Requirements in Response to Pre-Tender H&S Plan
- Development of the Health and Safety Plan

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**(a) Safety Risks**

- Boundary and Access
- Delivery and Removal of Materials
- Services
- Accommodating Adjacent Land Use
- Stability of Structures
- Structural form
- Fragile or hazardous materials
- Anchorage points
- Preventing Falls
- Work with or Near Fragile Materials
- Control of Lifting operations
- The Maintenance of Plant and Equipment
- Excavations
- Work on Wells, Underground Earthworks and Tunnels
- Work on or Near Water
- Work Involving Diving
- Work in a Caisson or Compressed Air
- Work Involving Explosives
- Traffic Routes and Segregation of Vehicles and Pedestrians
- Storage of Materials
- Register of Project Specific Environmental Impacts
- Register of Project Specific Objectives & Targets
- Other Significant Safety Risks
 - Movement, use and Maintenance
 - Weil's Disease
 - Power Tools and Maintenance
 - Scaffolding
 - Fire Plan & Hot Works
 - Electricity
 - Dust
 - Impact on the Environment

(b) Health Risks, including

- Asbestos
- Contaminated Land
- Material Handling
- Use of Hazardous Substances
- Noise and Vibration
- Environmental Noise
- Vibration including hand-arm and whole-body vibration
- Ionising Radiation
- Exposure to UV Radiation
- Any Other Significant Health Risks

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

4.0 THE HEALTH & SAFETY FILE**5.0 Appendices**

- Appendices to the Health, Safety and Environmental Plan
- Appendix A – Construction Programme
- Appendix B – Site Risk Assessment
- Appendix C - Project Specific Environmental Aspects & Impacts
- Appendix D – Project Specific Environmental Objectives & Targets
En-FO-005 & Standard Site Rules Co-FO-012
(Rules in Plan will be added to these)
- Appendix E – Site Waste Management Plan En-FO-021
- Appendix F – Site Delivery Plan

Amendment Schedule

REVISION	DATE	AMENDMENT DETAILS
02	12/10/2022	Update of site-specific details

Clients involved in the procurement of construction work, including maintenance and alterations, have legal duties assigned to them under the Construction (Design and Management) Regulations 2015.

QDTS Properties Ltd will be Principal Contractor to assist with compliance, to ensure, where requested, that others appointed under contract are competent from a health and safety perspective, and to coordinate and manage the health and safety aspects of the design phase.

Principal Designers are also assigned legal duties under CDM, and they must plan, manage, and monitor the pre-construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

Creating the Plan

This health, safety and environmental plan have been prepared in compliance with CDM. It seeks to convey information provided by the client, designers and others and efforts have been made to produce a document, which is as comprehensive as possible. It should be noted, however, that this plan does not seek to be exhaustive - there may be unidentified hazards, which are present on the site, in the existing structures or arise during the planned works. The focus in this document is to highlight known major hazards, particularly those that may be regarded as non-standard or abnormal in some way. The absence of a reference to a specific hazard should not be taken as a warranty that such a hazard is not present or cannot and will not arise during the works.

Using the Plan

The plan will be developed by QDTS Properties Ltd throughout the life of the project and will become a specific document which sets out the arrangements for securing the health and safety of all those carrying out the work and all others who may be affected by it.

When developing the plan QDTS Properties Ltd will identify the hazards and assess the risk at each of the main stages of the construction phase including but not necessarily limited to those identified in this document. QDTS Properties Ltd will also identify the organisation and arrangements for managing health, safety, and the environment. To enable the plan to be effective the information contained within the Pre-construction Health & Safety information pack will be taken into consideration to enable QDTS Properties Ltd to put into place processes and procedures in order that the safety goals of QDTS Properties Ltd and the client are realised.

The plan needs to be kept up to date, modified and altered in the light of changing circumstances. As the construction work progresses safety method statements and information from contractors starting during the various work stages will invariably mean parts of the plan have to be amended and updated. Reviews of parts of the plan need to be made if there are design changes unforeseen circumstances etc. It is vital that such changes are notified to all those working on site who may be affected.

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

1.0	Description of Project					
(a)	Project Name		Ty Maes, Marchhog, Banwen, Glynneath			
	Site Location		Ty Maes, Marchhog, Banwen, Glynneath			
	Description of Construction Work		Construction of 6 new domestic houses.			
Programme						
	Start Date	14/06/2021	Completion Date	31/03/2023	Number of Weeks	94
	Monday to Friday		Start Time	07.30	Finish Time	18:00
	Saturday		Start Time	08.00	Finish Time	16:00
	Sunday		Start Time	NONE	Finish Time	NONE
Project Directory						
Insert						
Emergency Contacts						
Medical		Fire	Police	Other		
999		999	999			
First Aiders & Kit Location						
Name		Role		Kit Location		
TBC		Project Manager		Site Office		
TBC		Site Manager		Site Office		
Emergency Co-ordinators / Fire Marshall						
	Name		Role		Contact No.	
	Lead Marshall		TBC			
	Deputy Marshall		TBC			
Clients Emergency Contact						
Name		Role		Contact No.	Time on Call	
Extent & Location of Existing Records & Plans						
Record			Location (If Not Available State)			
Building Health and Safety File			Building Health and Safety File Location			
Existing Plans & Drawings			As per tender documents.			
Other Records (State)						

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Other Information

(b) Project Personnel	<u>Company & Address</u>	<u>Contact</u>	<u>Telephone Number & Email</u>
Client	UKPI Group Ivy Court Stonehill Common Worcester WR5 3QQ	Tony Devenish	Tel: 07878 880901 tony@qdtproperties.com
Principal Designer	UKPI Group Ivy Court Stonehill Common Worcester WR5 3QQ		Tel: 07397 807807 gary@807group.com
Principal Contractor	Woodbridge Construction Ltd Five Lanes farmhouse Five Lanes Caerwent Monmouthshire NP26 5PE	Nigel Wilkes	Tel: 07713 328524 sharon@woodbridgeconstruction.wales nigel@woodbridgeconstruction.wales
Designer	Intrado Robbins Unit C Upper Boat Business Centre Pontypridd CF37 5BP	Darren Sparks	Tel: 02920 811097 admin@intrado.co.uk
Structural Engineer	Intrado Robbins Unit C Upper Boat Business Centre Pontypridd CF37 5BP	Darren Sparks	Tel: 02920 811097 admin@intrado.co.uk
M & E Contractor	TBC	TBC	TBC
Building Control	LABC CYMRU	TBC	01639 686820
Local Authority	LABC CYMRU	TBC	01639 686820
Health and Safety Executive	Construction Services Wales 25 Junction Terrace Radyr Cardiff CF15 8ED	Dale McDonald	Tel: 07956 980644 dale@constructionserviceswales.co.uk

Enabling Works

- 1. Installation of Site Security Fencing.**
- 2. Installation of Site Safety Signage.**
- 3. Clearance of Any Waste Materials.**
- 4. Installation of Site Welfare Units.**
- 5. Temporary Service Connection.**
- 6. Tree Protection Zones.**

Construction Phasing

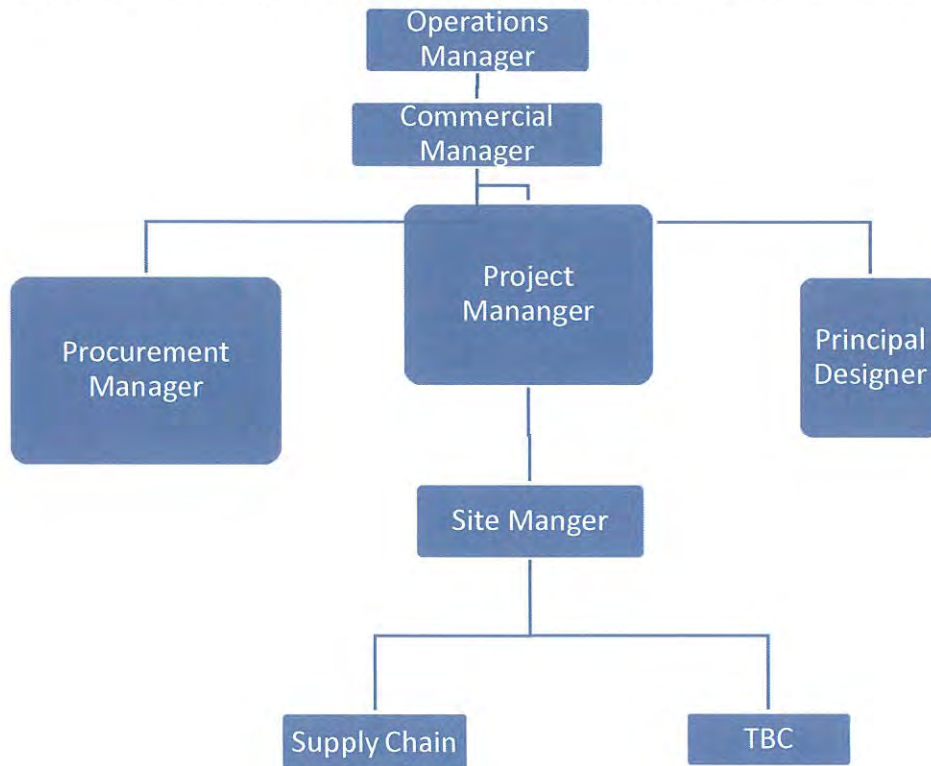
- 1. Site Strip.**
- 2. Groundworks.**
- 3. Brickwork (Foundation)**
- 4. Brickwork (Superstructure)**
- 5. Scaffolding.**
- 6. Roof Timbers.**
- 7. Timber Frames & Floor Cassettes.**
- 8. Roof Tiling.**
- 9. Windows.**
- 10. Render.**
- 11. Hard & Soft Landscaping.**
- 12. Retaining Walls.**
- 13. Site Decant.**

2.0 MANAGEMENT OF THE WORK

(a) Management structure

Project Management Structure & Responsibilities (Implementation)

A generalised Management Structure for this project may be found below.



(b) Health & Safety Goals

It is QDTS Properties Ltd intention that all Construction works will be designed and carried out in such a way that the risks to health and safety of all persons engaged in its construction are eliminated or reduced to a level which is acceptable under current health, safety and environmental legislation. To a standard that the Clients safety goals for the project of protecting the persons working on the project and general public are realised in accordance with Pre-Construction Health & Safety Information. The Client's aim is to complete this project to its satisfaction with no accidents or instances of work-related ill health, and on time and to design specification. In addition, the Client expects any contractors and all others associated with the project that QDTS Properties Ltd may appoint, to approach health and safety matters in a similar way in order to achieve the highest standards of safety performance. In addition, QDTS Properties Ltd will ensure that all works being carried out will not have a detrimental effect on the existing and surrounding environment.

Management and supervisory staff have the responsibility to implement this plan and must ensure that health, safety and environmental considerations are always given priority in planning and day-to-day supervision of work.

The management staff of the Company will monitor the operation of this plan. QDTS Properties Ltd.'s HSEQ Manager, Contracts Manager and appointed external Safety Advisor (currently the Site Safety Services) visit all sites and workplaces and give advice on the requirements of the relevant statutory provisions and safety and environmental matters generally. The health and safety of operatives, contractors and any other person affected by the works will be safeguarded by:

- Working in accordance with the Plan.
- Consulting all relevant contractors and other relevant persons to develop the Plan.
- Producing risk assessments and method statements for each site activity and trades operation as required.
- Including safety measures to protect the general public, pedestrians etc.
- Identifying hazardous materials and compiling COSHH assessments.
- Making employees aware of the Plan, risk assessments and hazard etc. and obtaining feedback for possible action.
- Providing training and records, as necessary.
- Ensuring the Integrated Management System (IMS) is implemented and monitored.
- Monitoring and recording health, safety and environmental matters as required.
- Providing the necessary resources to implement the Construction (Design and Management) Regulations and all other associated legislation.

(c) Arrangements for:

- Liaison between Parties**

Monthly site team meetings will be held to discuss progress on site with works and design related matters. Minutes will be recorded and forwarded to all team members involved in the project.

Additional liaison will be via e-mail, phone calls & meeting as and when required to meet the program.

Initial contact will be made with all neighbouring property owners or managers with a visit from a member of staff prior to site commencement. Contact details will be exchanged, and the project details will be explained in the first instance. Any questions will be answered either immediately or will be followed up with an e-mail or phone call.

Any other milestones e.g., tower crane erecting, will be conveyed with a letter drop containing all the relevant information relating to the upcoming event.

- Consultation with the Workforce**

The method of consultation with the workforce will be agreed at the start of the project and will be clearly displayed on the site notice board. The company operates an open-door policy and encourages operatives to discuss any issues including Health & Safety with the Site Management Team in order that any issues can be addressed, and any action required is implemented. All personnel entering site will be required to undergo a thorough site induction where they will be given instruction on the site rules, method statements and risk assessments and any other information the site deems necessary.

QDTS Properties Ltd has committed to carry out effective consultation with everyone on this project and has selected the methods of consultation indicated below as appropriate for this project.

Project Level

Methods of Construction	Methods Selected
1. Safety Team Meetings	☒
2. Through one or more representative	☐
3. Site / Project Meetings	☒
4. Induction	☒

Work Gang Level

Methods of Consultation	Methods Selected
1. Toolbox Talks	☒
2. Task Safety Analysis	☒
3. Through one or more representative	☐
4. Method Statement Briefings	☒

Individual Level

Methods of Consultation	Methods Selected
1. Feedback / Suggestion Boxes	☒
2. Directly with each employee	☒
3. Open door policy	☒

**If the method of consultation is not appropriate or
Your views are not being considered, please contact: -**

**Site Manager
Health, Safety, Quality and Environmental Manager**

- **Covid 19**

Due to the ongoing Covid 19 / Coronavirus pandemic, we have included Covid / Coronavirus as we consider this to be a significant risk to our workforce / Sub-contractors on our sites. As the Principal Contractor we are wholly compliant with Site Operating Procedures issued by the Construction Leadership Council.

Specific details of how we will be managing Covid 19 / Coronavirus will be detailed within this Construction phase plan.

If through your risk assessment you have identified people who cannot work from home (for example people who operate machinery or work on a construction site), then you should consider what changes you might need in your workplace to reduce risk and make it 'COVID-secure'.

- **Social distancing**

Where possible you should keep people 2m apart. If this is not viable, keeping 1m apart with risk mitigation is acceptable.

These are some of the things we will do:

- Use floor tape or paint to mark work areas
 - Provide signage to remind people to keep a 2 m distance
 - Use screens to create a physical barrier between people
 - Have people working side-by-side rather than face-to-face
 - Limit movement of people
 - Rotating between jobs and equipment
 - Using lifts and work vehicles
 - In high-traffic areas like corridors, turnstiles, and walkways
 - Allow only essential trips within buildings and between sites

- **Cleaning and hygiene**

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces.

Keeping your workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping your business 'COVID-secure'.

- **Face covering and masks**

Where individuals are working within the 2m social distancing rule, a face covering, and mask must be worn.

- **Protect vulnerable workers**

The Public Health England report Disparities in the risk and outcomes of COVID-19 shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- Are older males
 - Have a high body mass index (BMI)
 - Have health conditions such as diabetes
 - Are from some Black, Asian or minority ethnicity (BAME) backgrounds

There are currently no expectations of additional controls for these groups. But make sure your existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc) are applied stringently.

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

As an employer, you need to support these individuals/groups in your workforce. You should support them by ensuring that:

- You emphasise the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently
- They have individual discussions with their managers around their particular concerns
- You/they discuss the risk management measures you have put in place to minimise transmission to keep them, and others, safe

- You explain the controls you will put/already have in place to protect them and other workers
- **Cleaning, hygiene and hand sanitiser**

Use signs and posters to help your workers to practice good handwashing technique and to remind them to cough/sneeze into an arm and avoid touching their faces.

Handwashing

- Provide handwashing facilities with running water, soap and paper towels
- Provide hand sanitiser at locations in addition to washrooms
- Provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands

Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean.

Clean equipment frequently

- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible
- Clean work areas and equipment between uses
- Frequently clean and disinfect objects and surfaces that are touched regularly
- If equipment like tools or vehicles are shared, then clean them after each use

• Exchange of Design Information

Exchange of design information between Clients, Principal Designers, Designers, and Contractors on site will be through the meetings between parties on site on a formal basis, but the need to exchange information will be actioned as and when the need arises. Changes during the project will be assessed to ensure that the necessary regulations, in particular Health & Safety are complied with.

The risks will be reviewed at every design meeting and brought to the attention of the Principal Designer. All documents in use are subject to the Quality, Health & Safety and Environmental Standard ISO9001, OHAS8001 and ISO14001, and will be recorded, updated, and retained in accordance.

• **Handling Design Changes**

If, due to unforeseen circumstance there are aspects of design which require modification post tender, the following procedure shall apply:

- As soon as it becomes known that a design element is to be modified, the Principal Designer shall be notified.
- The Principal Designer will ensure that the design team has provision of all necessary information to enable the design to consider other works and other design elements in selecting the most appropriate options when modifying the design.
- Each modification shall be developed based on hazard identification and control regarding execution, maintenance, repair and subsequent demolition and dismantling.
- Each modification of design shall be submitted in sufficient time to permit proper consideration of health and safety, and approval of the modification itself.
- QDTS Properties Ltd will update, amend, and modify as necessary the detailed Construction Phase Plan to address any health and safety risk associated with individual design elements modified during the works, so that at the contractor's plan will always be considered suitable and sufficient.

• **Site Operatives**

All site operatives will have the necessary skills, knowledge training and experience to carry out the works without risk to health. Unskilled workers will follow a programme of training to become a skilled worker. They will understand the standards of health and safety required for site operations and will be able to identify all foreseeable risks arising from their work activity and know what actions to take to control these risks.

• **Contractor Pre-start Meetings**

Prior to the commencement of work by any Contractor for QDTS Properties Ltd, a pre-start meeting shall be held to discuss information requirements and expected health, safety and environmental standards for the particular contract. During the pre-let meeting with all sub-contractors our form will be filled in. The form contains contractor details of the sub-contractor, value and details of their order; program dates, start and finish etc., number of operatives estimated will be on site during their works. Health and safety forms part of the questionnaire to aid in evaluating the contractor and the form then forms part of the order and is available should it be called upon for reference any future site correspondence.

If sub-contractor, or labour only personnel, cannot meet the requirements of the company Health & Safety Policy due to lack of protective clothing, the Company will provide this and the costs contra-charged.

• **Communication Arrangements with Contractors**

On a monthly basis site safety team meeting shall be held with contractors, to discuss progress, health, safety, welfare and environmental issues and allow feedback on these and other related issues.

All Contractors operatives shall be given Induction Training prior to being given authorisation for access to the work area.

- **Evaluation of Contractors**

Suppliers & Sub-Contractors used by QDTS Properties Ltd are, other than in emergency situations or when novated, drawn from our Approved Supplier List.

Sub-Contractors on our Approved Supplier List have completed a Health, Safety, Environment and Quality Questionnaire providing responses that, against fixed criteria, were supported by evidence that found them to indicate acceptable levels of health and safety management.

At the end of each project an Inter departmental Post Project Performance Review of each supplier is undertaken. Suppliers are awarded a score, which is held with their Health and Safety Questionnaire.

Before appointment to a project the sub-contractors previous performance scores are evaluated as a formal part of the order generation process.

- **Exchange of Health & Safety Information**

Exchange of any Health & Safety information and regular liaison between contractors will be on a daily basis, through the inductions and formal monthly site meetings. Minutes will be taken during the meeting and held on file for any future reference. Any comments made during the meeting.

- **Site Security**

As a minimum standard for site security, a 2-metre high perimeter fence or hoarding will be erected around the site works with lockable gates to allow entry of vehicles and pedestrians.

The only people permitted onto the site who have not been inducted will be visitors and delivery drivers.

Construction site personnel will be encouraged to challenge anyone who they believe to be outside of these authorisation parameters and if necessary, escort unauthorised personnel to a safe place.

Where visitors wish to move around the site un-escorted, they will be required to undergo a site induction.

- **Site Induction**

Everyone arriving on site to start work for the first time will receive a site induction, based on site rules determined as part of the project Risk Identification Process. This will ensure that information about the site environment and its associated hazards is communicated to the new starters.

Each person being inducted will sign a register confirming his or her induction. If they intend to operate / use any plant or machinery they will be required to provide proof of their skills, knowledge, training and experience to do so.

Proof of skills, knowledge, training and experience will be held with the induction sign off form in the site office. The induction record (Co-FO-059) also provides for identification of any health conditions that may affect an individual's ability to work safely or that may be made worse by work on construction sites. A flow chart of actions to be taken in response to these issues may be found within the Site Risk Assessment (Co-FO-055).

Records of Site Training and Induction are held in File 8. Blue 'People, skills, knowledge, training and experience' of the site Health and Safety Filing System, which is an extension of this Health and Safety Plan.

Project Managers / Site Managers will undertake toolbox talks to update individuals as site develops.

- **Onsite Training**

The training will give details of the main hazards, organisational arrangements, the health, safety and environmental management system for the site, emergency and evacuation procedures and specific site rules.

- **Welfare Facilities**

The Site will be provided with suitable toilet facilities, which have flushing toilets and hot and cold running water in accordance of the CDM regs schedule 2.

A suitably heated clean rest area with wholesome drinking water and means for boiling water will be provided. The Project Manager / Site Manager is responsible for ensuring that good standards of housekeeping are maintained.

Changing facilities and areas for drying wet clothing will be provided together with storage arrangements for tools and materials.

Details regarding the provision of welfare facilities are contained in the CDM plan drawing attached.
(Location TBA)

- **Protective Clothing (PPE)**

Suitable protective clothing will be provided for all persons who are required to work in rain, sleet or snow. Storage and drying facilities for protective clothing will be provided on site.

- **Reporting and Investigation of Accidents including Near Misses**

Site action in response to Incidents and Accidents is detailed in the Site Management Manual.

We expect and require that all accidents, incidents and near misses be reported to the Project Manager / Site Manager. The Project Manager / Site Manager will record these on (Hs-FO-008) 'Accident / Near miss / Dangerous Occurrence'. This form requires the manager of the site to investigate the incident (ideally with the sub-contractor involved) and identify latent and active causes.

The form is reviewed by the Contracts Manager / Senior Project Manager who then passes it to the HSEQ Manager for Review and filing. To comply with Data Protection requirements completed accident forms are not held on site.

In the event of a serious incident, Project Managers / Site Managers will immediately escalate the event through their Contracts Manager / Senior Project Manager who will involve the HSEQ Manager. Alternative escalation pathways exist in the event Contracts Managers / Senior Project Managers cannot be contacted.

The reporting of accidents and dangerous occurrences mandated by RIDDOR is undertaken centrally by the HSEQ Team.

- **Production and Approval of Risk Assessments and Written Systems of Work**

Significant Hazards are first identified by the Estimating department (from Pre-Construction Health and Safety Information provided by Client) and communicated to the supply chain within the project pricing process. For particularly hazardous works or a new supplier RA/MS may form part of the selection process however in all cases work may not start until Assessments and Statements are approved by the Project / Site Manager using the Sub Contractor Risk Assessment and Method Statement Review process (Co-FO-058).

- **Environment Policy**

At QDTS Properties Ltd we have evaluated the impacts we have as contractors.

The main impacts are:

- **Depletion of Natural resources**
- **Production and disposal of Inactive Waste**
- **Production and disposal of Active Waste**
- **Pollution: - Dust, emissions, leakages and odours**
- **Transportation of materials**
- **Nuisance**

These are addressed in the Aspects and Impacts Record contained in the appendices.

- **Site Rules**

QDTS Properties Ltd form Co-FO-012

The site rules will be prominently displayed on the Site Safety Notice Board and these will include the company rules regarding drugs and alcohol. All persons on site will be required to undertake a site induction that will include the provision of understanding the rules.

- 1) You are not permitted onto site unless you have been inducted.
- 2) All operatives and subcontractors must sign in at the commencement of their work and out on completion of their work in the Signing In Book.
- 3) All operatives and subcontractors are required to undergo an initial site safety induction on their first visit to site and attend when requested any safety update meetings.
- 4) Persons working on site must remain in / near their work area and must not trespass on other areas.
- 5) If instructed to do so by the supervising officer, work must stop.
- 6) Radios, cassettes, record players, iPod / MP3 players must not be played on site.
- 7) You must always comply with site fire instructions.
- 8) You must always comply with site safety signage.
- 9) You must take all necessary precautions to prevent nuisance from dust and rubbish, generated by your work.
- 10) All delivery vehicles must leave site immediately after unloading.
- 11) All access areas and loading bays are always to be kept clear.
- 12) The delivery area is to be kept clear of parked vehicles.
- 13) Parking of privately owned vehicles is not allowed on site.
- 14) Mobile phones must not be used in working areas other than for emergency purposes.
- 15) Smoking on site is only allowed in the designated smoking area and is not permitted in the canteen, shared offices, or work areas on site.
- 16) You must report to management immediately any fault, damage, defect or malfunction of any machinery plant, equipment, tools, or guards.
- 17) You must only use tools, equipment machinery etc., for the purpose that it is designed.
- 18) You must use all items of protective clothing/equipment provided by your employer as instructed, not wilfully damage or misuse the same and report any loss or damage to your supervisor.
- 19) Unless specifically instructed, in writing, by QDTS Properties Ltd you must wear, Hard Hat, High visibility Vest or Jacket and Steel Toe and Mid Sole Safety Boots always when in a work area on site or undertaking construction works on our behalf.
- 20) You must wear long trousers when undertaking construction works on our behalf.
- 21) You must keep your work areas clean and tidy.
- 22) You must not obstruct any fire escape route, fire equipment or fire doors.
- 23) You must report all accidents, dangerous occurrences and near misses to management as soon as possible.
- 24) The consumption of food and drink should only be taken in the canteen.
- 25) You must not be on our site under the influence of Alcohol, Illegal Drugs or Medication that may impair judgement. You must not take illegal drugs or consume alcohol before attending or whilst working on site.
- 26) All site rules imposed by the Client and Design Team must be adhered to.

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

• Fire and Emergency procedures

QDTS Properties Ltd form Co-FO-022.

The following procedures in the event of an incident will be followed: -

Incident Type	To Raise Alarm	Fire Marshal Action	Site Worker Action
Fire	Shout Fire / Operate Alarm Immediately notify Site Manager	- Collect Site Register - Go to Assembly Point 1 - Establish Cause - Call Fire Service - Take Role Call - Report to Fire Service	- If possible Isolate plant - Go to Assembly Point 1 - Report to Marshal - Fight Fire Only If Trained
Unearthed Bomb	Finder Sound Alarm Immediately notify Site Manager	- As Fire - Notify the Police - Evacuate from Point 1 to Point 2 once instructed	- Minimise Device Movement - Evacuate to Pt 1 & Report - Stay with Site Manager
Excavation Collapse	Shout Warning Immediately notify Site Manager	- Attend & Assess - Co-ordinate rescue - Emergency Services - Report to QDTS Properties Ltd HQ	- Consider Own Safety - Assist Extrication if trained - Do Not crowd incident
Scaffold Collapse	Shout Warning Immediately notify Site Manager	As Excavation	Evacuate scaffold and keep clear
Injury Accident	Shout Warning Runner for First Aider Immediately notify Site Manager	- Assess Situation & Casualty - Emergency Services - First Aid + Kit - Report as site protocol	- Make Area Safe - Keep Casualty Warm & Still If Possible + - Reassure - Send for First Aider - If Trained - Emergency Aid
Spillage	Shout Warning Immediately notify Site Manager	- Attend & Assess - Obtain spill kits (use if trained) - Request external support from site manager where necessary	- Consider Own Safety - Isolate source of spillage if possible - Report to Marshal

• First Aid

Provision of at least one trained first aider at work to be always present when site in Operation.

First aiders:

- 1) TBA, (Project manager)
- 2) TBA, (Site manager)
- 3) TBA, (Sub Contractors working manager)

QDTS Properties Ltd form Co-F0-071 'Assessment for first aid provision' will be used to assess the site

Up at regular site inspections,

A First aid kit will be available in site office. Additional kits or equipment may be provided at other locations within the site.

Location of the nearest hospital

Neath Port Talbot Hospital

Baglan Way

Port Talbot

SA12 7BX

Tel: 01639 862000

• Fire

The Site will prepare a diagrammatical fire plan and appoint a fire coordinator (typically Project Manager / Site Manager), and will identify assembly point(s), extinguisher locations, etc. The plan will also detail other considerations such as notification of neighbours and means of contacting emergency services.

All sites will have Fire Points comprising an alarm or others means to raise alert and at least 2 appropriate fire extinguishers. The Fire Plan will be posted on the Fire Points.

Fire Points will be located within the site compound and at appropriate locations within the work area (at least one per level & escape route).

Key Locations		
Assembly Point 1 Near to Site	Assembly Point 2 500m Fall Back	Hospital Nearest with A&E

The following fire precautions will be in place:

- Good House Keeping, to minimise fuels available to Fire and Keeps Escapes Clear
- Fire Extinguishers in Good Order maximum one-minute travel time
- Hot Works Controlled using Permit System (to ensure co-ordinated working)
- Plant and Equipment Tested and Inspected and switched off when not in use
- Flammable Materials and Gasses Stored Appropriately
- Smoking Only in Designated Areas
- **Absolutely No Burning of Waste or Site Fires on Site at any time**

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

- **Considerations in Existing Environment**

The surrounding area is farmland therefore there will be indigenous flora and fauna to the area. All risks need to be mitigated to reduce the risks to said flora and fauna.

- **Hazards**

Neighbours, flammable stores, chemicals, unmade ground, watercourses, etc.

- **Neighbours Operation / Precautions**

Fire exits to be maintained, emergency access routes and vehicles in assembly points

- **Storage of Hazardous Materials**

Store Area	Flammable Liquid Store	Flammable Gas Cage
Location	Compound to be located on the ground floor as site plan.	Compound to be near site entrance on ground floor.
Key Holder(s)	Site Manager TBA	Site Manager TBA
Note	All Flammable & HF Liquids & Solids to be kept in here when not in use store minimum at point of use and on site	All Gas Cylinders that are not in use mark if full or empty and chain to prevent crush hazard

If Store Safe and or cage are not provided, the following safe storage will be applied: -

The location of safe storage will be identified at site set up stage and all operatives will be Notified during the induction as they arrive on site for the first time. If the safe storage is moved at any time, then the new location will be identified on the site notice board.

• Spillage

Spill kits will be located within the site compound and at appropriate locations around the site and pointed out during the site induction and also identified on the site notice board.

There must be at least one person 'emergency spillage trained' at all times when site in operation.

In the event of a spillage all site personnel must be aware of the location of spill kits and how to raise the alarm.

Spillages can be categorised

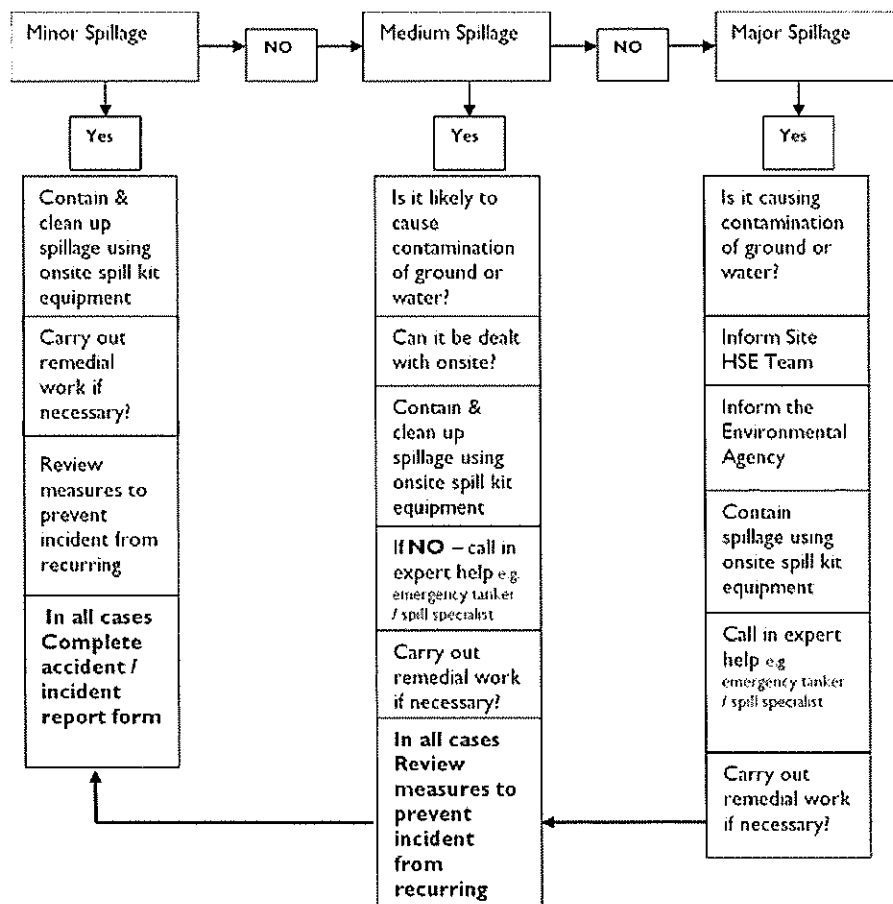
O Minor spillage - Can be dealt with onsite

O Medium spillage – No immediate threat to land or water e.g. fuel spillage onsite but not into watercourse or rainfall causing potential for silt to enter watercourse

O Major spillage- Immediate & likely threat to land & water e.g. fuel spill into watercourse, silt run off, fuel spill into drains, sewage leak into watercourse

Note: Make sure correct PPE is worn & spill material is disposed of correctly e.g. as per hazardous waste.

Spillage Flowchart: -



Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Where works entail the following, they will also be considered within the emergency plan:

- Site Plans are subject to review as the site progress dictates the changes to site lay outs and any potential restrictions. In a multi-story building the site plan will be displayed at strategic points on staircase escape routes along with fire points, emergence lighting and emergence sounders.
Access plan showing entrance and exits with muster points indicated.
Evacuation plan (will resemble the above)
Fire plan showing locations of fire extinguishers and firefighting equipment. Site traffic movements and routes.
Safe segregated pedestrian movement zones.
Location of site welfare facilities, first aid, toilets, canteen, drying room and site office.
Materials delivery and storage areas.
Skip location.
Car parking if any.
Any NO GO areas to site operatives.

- **Impact to or Failure of Scaffold**

To include evacuation, stabilisation, and post incident inspection Co-FO-069.

- **Failure of Excavation**

To include evacuation, stabilisation, and post incident inspection Co-FO-069.

- **Rescue of Fallen, Fall Arrest Equipment Users**

To make provision or recovery within 10 minutes, individuals training to be evident at induction.

- **Recovery of Persons from Confined Spaces**

To make provision or recovery without aid of statutory services in the event of a person becoming overcome made known in confined space permit issued. Co-FO-054

- **Civil Unrest, Contingency or Security Threat**

To include potential for multiple muster points / escape routes and evacuation.

- **Client Specific Requirements in Response to Pre-Tender H&S Plan**

Client Specific Emergency Plans

- **Development of the Health and Safety Plan**

This plan is developed by the site health and safety filing system, which has aspects covering People, skills, knowledge, training and experience, Work Method & Control, Equipment & Inspection and Substance and Environment.

The Work Method file will contain the Site Emergency Plan and Site Delivery Plan as well as details of the permit system in operation (if applicable). A copy of this document and the Pre-Construction Health and Safety information will also be held in the Work Method Folder.

The Site Plans are subject to review as the project develops. Where significant variation from the site plans will be noted and kept up to dated.

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

(a) Safety Risks

The following are general construction hazards of which an adequately resourced and competent contractor should already be aware and as such are listed for information and assistance only. The Pre-Construction Health and Safety Information pack provides information to supplement this.

Summary of General Hazards:

- Unauthorised entry onto site by the public/children
- Contact with moving parts of power saws and other tools, also electric shock
- Dust, fumes, contact with materials and site vehicles when undertaking any works.
- Dust levels should be monitored during construction. If required damping down should be carried out on a regular basis to prevent/minimise dust levels on site and the adjacent public footpaths.
- Noise levels should be continuously monitored throughout the construction process. Where possible noisy processes should be removed/replaced. When selecting tools, quiet equipment should be used wherever possible. Generators etc should run super-silent as a priority.
- Manual handling generally, the maximum weight lifted by one person to be limited to 25kg
- Impact/contact with site traffic, public vehicles, and plant especially at entrances and exits
- Falls, dust, noise, COSHH substances and contact with power tools when working with concrete and wall finishes
- Impact on the Environment
- Many hazards on a building site can be eliminated by simply ensuring that the site is maintained
- In a neat, tidy and orderly fashion by the constant vigilance of the Contract Manager and Site Manager.
- High level working and access
- Stability of boundary walls
- Protection of the general public and adjoining property owners and providing safe access and egress from the properties.
- Asbestos Containing Materials (subject to any asbestos survey reports)
- Working at height
- Tower crane lifting and loading works.
- Lifting/manoeuvring heavy objects
- Electrical hazards
- Existing services
- Excavation hazards
- Excavation in highway

- **Boundary and Access**



- **Delivery and Removal of Materials**

Delivery of materials and collection of waste from site will be controlled in the permitted area located on site and will be traffic marshalled from the street down to the site entrance and into position.

All construction vehicles that leave site will be marshalled from site to The Street.

On the road, signs will be added to the existing lampposts informing all site traffic of the location of the site.

Any required permits will be gained from Glyn Neath Council and will be in force before the main work on site begins. The correct traffic management systems will be used throughout the construction phase and any disruption that may affect the local businesses or tenants (large delivery vehicles such as the pile rig) will be planned and all parties notified in advance.

Delivery vehicles once marshalled onto site will be unloaded within either the compound or on site via mechanical means.

Deliveries will be pre booked into site the day before and a time slot agreed to prevent delivery vehicles being parked up along either the A4109 or Main Road.

Conversations will take place with all Sub-contractors at the early stages requiring deliveries from 8.00 am to 4:30 pm it was deemed the use of a traffic marshal and a site-specific transport method statement developed which will be issued to all subcontractors and companies that will be having deliveries on site.

Any vehicle, which has come onto site that has its tyres muddied, will be required to go through the wheel wash. The site team will endeavour to maintain the cleanliness of the site entrance as well as the road.

Delivery and removal of materials and work equipment will be arranged in order that they can be delivered as close as possible to the work intended. A manual handling risk assessment will be in place to ensure that the correct control measures are effective.

Waste shall be deposited within the skips provided on site. Where possible, skips shall be provided as close to the working area as possible to reduce transportation and manual handling.

Waste where possible recycled/segregated with skips to be clearly identified as to the type of waste allowed e.g. General Waste/Hazardous Waste.

Waste arising will be removed to a licensed tip, and appropriate Waste transfer Notes and Hazardous Waste Consignment Notes must be completed and retained on site and archived following completion of the site.

Site Managers will encourage the re-use of material, where possible, to minimise waste on site.

The requirements of the Hazardous Waste Regulations 2018 will be complied with. All sites will be registered with the Environment Agency as producers of Hazardous Waste.

All employees will be informed of QDTS Properties Ltd.'s environmental procedures at induction.

• Services

QDTS Properties Ltd will carry out surveys to verify existing information regarding incoming services to the site.

Existing service drawings will be obtained from the specific suppliers and reviewed by the design team.

- Western Power distribution
- Sewer record produced by Welsh Water dated
- Water mains record produced by Welsh Water dated
- CCTV drainage survey produced by

This information will also be available for the company that undertakes the site survey.

QDTS Properties Ltd will liaise with the Utilities Companies and the services engineer to ascertain the nature and location of all other adjacent existing services from the information available. Any services identified, including those indicated as redundant, will be treated as being live until proven otherwise. All records and drawings of service locations will be kept on site and consulted and to be included in any permits to dig etc.,

Permit to dig Co-FO-053

• Accommodating Adjacent Land Use

All neighbouring properties will be visited, and contact made with all owners, tenants or business managers to explain the construction program of works for the project.

Attention to details and the interface of the way the neighbours use their property and any way that the construction works may affect them.

Agreements will be made for deliveries to both the site and neighbouring properties to avoid any potential conflict that could occur so as not to affect their normal day-to-day business procedures. Disruption to parking may occur and further arrangements made if possible.

Noise and dust will also be considered so as not to affect the neighbouring properties with the use of dust extraction or damping down and noise reducing tools or noise reduction screens used.

- **Structural form**

The 6 new build dwellings will sit on top a concrete raft designed by the structural engineer and will have a perimeter below ground up to DPC brickwork face.

On top of the concrete raft foundation a predesigned timber frame structure will be installed. This structure will give a watertight perimeter and will also contain the internal timber floor cassettes and staircase. Once this has been installed the predesigned timber roof trusses will be installed and covered with Lath and felt. All elevations will then be scaffolded ready for the external brick and block work wrap including providing fall arrest for the installation of roof tiles and PV panels.

Render is to be applied to all elevations leaving a brick feature on each corner.

All windows are formed from PVC and all doors are composite for security.

- **Fragile or hazardous materials**

There are no materials currently being used that would be hazardous to either site personnel or the public. If a hazardous material is identified, then all work will stop and the material in question reported to the client and the principal designer and a removal plan developed.

- **Anchorage points**

Any required anchorage points will be identified within the package design and checked with the design team and the structural engineer. Approval will need to be gained before any anchorage points are installed.

- **Preventing Falls**

Risk assessments in accordance with the Work at Height Regulations 2019 and the Health & Safety in Roof Works HSG33 will be carried out to determine the most suitable access equipment to be used for the task. Ladders will only be used as access and egress from a working platform.

Working off stepladders will be avoided except where justification can be shown on a risk assessment.

Overhead working with trades working above each other at the same time will be prohibited.

- **Control of Lifting Operations**

All lifting operations will have a Risk assessment, method statement and lifting plan carried out prior to any lifts being carried out. An appointed person will carry out all necessary lifting plans and will share all the information with the lifting team, crane driver, banksmen and all other operatives involved in the lifting operation.

All operatives involved in lifting operations will have their training and qualifications check to ensure they are in date and of the correct level to operate within the lifting team. Regular team briefings will be held by the appointed person to ensure the lifting team are fully aware of the operations about to be carried out either that day or in the near future.

- **The Maintenance of Plant and Equipment**

Only competent and trained personnel are allowed to use and manoeuvre plant on site. The Register of Certificate Holders in the appendices is to be completed using QDTS Properties Ltd form Co-FO-069. When inducting personnel, the Site Manager will inform the person of the presence of plant and the dangers associated with its presence.

The Site Manager will designate roadway areas during the ground works stage where plant is to run when distributing materials etc. and record a copy of the up-to-date test certificates for all plant being utilised on site. Plant must be inspected on a regular basis in accordance with PUWER, and with the results of the inspection being recorded in the Site Register.

Operatives will be instructed to report all defects to Site Management.

- **Excavations**

An excavation inspection will be carried out at the start of every working day on the QDTS Properties Ltd standard inspection form Co-FO-069. The sub-contractor carrying out the excavation works will submit a site-specific method and risk assessment, which will be assessed by the site/project manager. No works will commence until the QDTS Properties Ltd manager is completely happy with the RAMS. All operatives training tickets will be assessed to ensure their individual training is sufficient to carry out the works. Gas detection will be used, and the area will be treated as confined space so confined space training will be required. Co-FO 054-confined space permit will be issued every day at the start of the working shift. It is envisaged at this stage that the only excavations required will be for the lift pit, pile caps, ground beams and any incoming services and drainage connections.

All the above will be treated independently and monitored accordingly.

Sewer connection points within the carriage way will have a full scope of work, all required Rams and certificates along with all approvals from the Council and the Highways engineer prior to start on site.

This information will also be made available to the principal designer and the client in advance of the work starting on site.

- **Work on Wells, Underground Earthworks and Tunnels**

None will take place during this project.

- **Work on or Near Water**

Storm water will be dispersed into the existing Welsh Water ways. As well as a reference to cleanliness and hand washing in reference to Weil's disease is made during the induction. It is assumed that rats are present in the area due to local food outlets and dustbins in yards etc.

- **Work Involving Diving**

None will take place during this project.

- **Work in a Caisson or Compressed Air**

None will be undertaken during this project.

- **Work Involving Explosives**

There is no historical evidence of any UXO's or requirement for any UXO reports.

- **Traffic Routes and Segregation of Vehicles and Pedestrians**

The images below show an agreed route that was discussed with all involved at an earlier meeting and will be the system adapted on site.

Traffic marshals will be in place to take control of all deliveries and ensure no vehicles are parked and left unattended on any of the surrounding roads.

Weekly discussions will be held between the site PM and SM to look at the week ahead and the expected delivery schedule.

All local businesses will be consulted weekly to ensure all their deliveries can gain safe access to their premises.

All employees using site vehicles or plant will be suitably trained for the type of plant they are using and all operatives will receive a full induction in relation to the traffic routes and procedures.

No member of staff should leave their vehicles engine running whilst the vehicle is stationary or left unattended. A Traffic Management Plan will be updated as work progresses.

There is sufficient parking for cars and vans within the area, which is only a 5-minute walk away from site.

Traffic Access and Egress Routes.



- Storage of Materials**

The Site Manager shall ensure that materials are stored in an acceptable, designated, and safe manner, reference should be made to the COSHH assessments for any specific storage requirements for hazardous substances.

When deciding upon the location of storing materials, consideration will be given to the place of use of that material. Where possible materials will be delivered and stored near the area of use so as to minimise double handling but will not be stored within occupied dwellings.

No materials will be stored on public footpaths and access and egress will be always maintained.

Where access to the site is limited and the need for vehicle reversing, this will be carried out by use a suitable trained banksman and in accordance with the site traffic management plan and with prior notice so as not to clash with any other delivery or collection from site.

- **Register of Project Specific Environmental Impacts**

A register of environmental aspects & impacts is required to be produced for each new project.

The 'Project Environmental Aspects & Impacts Assessment' (EN-FO-002) contains a number of general construction environmental issues (aspects) that are applicable to all projects. It also contains a section to enable the addition of specific project environmental aspects & impacts that may be relevant to the job. An aide memoir is attached to the document to give some examples of project specific aspects.

Existing company procedures will control general construction issues. Project specific environmental issues will be identified on a project-by-project basis.

There are simple scoring criteria to determine whether the environmental aspect is applicable to the project and how significant the impact will be.

The project team must identify the environmental aspects & impacts appropriate to the project.

The HS&E team can assist the team in this process upon request as appropriate.

A completed register must be added into the appendices of this document.

- **Definitions:**

An aspect is defined as an element of an activity (e.g. construction) that can have an impact on the environment. This can be a positive or a negative impact.

An impact is any change to the environment, whether adverse or beneficial, resulting from an activity (e.g. construction).

- **Register of Project Specific Objectives & Targets**

Once the environmental aspects and impacts have been set for the project, specific objectives and targets will also need to be set.

The objectives and targets should specifically relate to the environmental aspects identified as significant for the project.

The project team at the beginning of the project must set the site objectives & targets and they will be responsible for progressing and monitoring them throughout the life of the project.

The HSEQ team can assist the team in this process upon request as appropriate.

There is also a list of group objectives & targets. If group objectives are applicable / relevant to the site, then these should also be taken on board by the team during the life of the project.

- **Other Significant Safety Risks**

1. Movement, use and Maintenance of Plant

Only competent and trained personnel are allowed to use and manoeuvre plant on site. The Register of Certificate Holders contained within this plan is to be completed.

When inducting personnel, the Site Manager will inform the person of the presence of plant and the dangers associated with its presence.

The Site Manager will designate roadway areas where plant is to run when distributing materials etc. and record a copy of the up-to-date test certificates for all plant being utilised on site. Plant must be inspected on a regular basis in accordance with PUWER, and with the results of the inspection being recorded in the Site Register. Form Co-FO-070 will be used to record all machines and plant on site. Any defects will be recorded and if the machine is deemed unsafe or dangerous the site manager has the right to have the machine removed from site and replaced.

Operatives will be instructed to report all defects to Site Management.

2. Weil's Disease

It is envisaged that any sewers and drains crossing the site will be live.

Be aware of possible vermin in and adjacent to any old drainage systems. A Toolbox on 'Weil's Disease' will be given by the Site Manager to all operatives. During the toolbox talk instructions will include: -
Get rid of rats. Do not touch them with unprotected hands. Cover all cuts and broken skin with waterproof plasters before and during work.

Wear protective clothing.

Wash your hands after handling any animal, or any contaminated clothing or other materials, and always before eating, drinking, or smoking.

3. Power Tools and Maintenance

Use of power tools for drilling, chasing and the like, risk of injury from flying shards of masonry and exposure to silica dust etc., will be covered by Method Statements and Risk Assessments.

It is of paramount importance that operatives do not leave any tools or materials unattended at any time during the day, including when operatives take breaks. All tools and small plant must be removed from the work area to prevent unauthorised use.

All power tools will be subject to PAT testing.

4. Scaffolding

Only those who hold a current CISRS scheme card shall erect scaffold. All scaffolding will comply with the National Access and Scaffolding Confederation technical guidance TG20, and will be erected in order to maintain access to properties and fire routes. The means of access to scaffold will be removed/disabled at the end of each shift to prevent unauthorised access.

A design drawing and specific risk and method statement will accompany any designed scaffold.

5. Electricity

Contractors carrying out electrical works will submit a detailed method statement.

Contract/Site management will ensure that the documentation includes the following measure:

- The General Public will be prohibited from active work areas.
- Supplies will remain dead/isolated until the works are completed, and all sockets have been secured.
- All equipment used will be 110V and PAT tested.

6. Dust

Where possible, dust suppression units will be used with equipment. Where this is not possible, areas will be damped down to limit the release of dust.

7. Noise

Noise levels should be continuously monitored throughout the construction process. Where possible noisy processes should be removed/replaced. When selecting tools, quiet equipment should be used wherever possible. Generators etc should run super-silent as a priority

8. Impact on the Environment

QDTS Properties Ltd Environmental policy identifies how we manage risks to the environment created by our works. All members of the site team have been inducted into the policy and are aware of their specific duties and responsibilities.

Aspects and Impacts Record is located within the appendices.

In addition to the above the following items of a more general nature have been identified as potential hazards and will be addressed in risk assessments

- All plant, tools and un-fixed materials will be removed and locked away.
- QDTS Properties Ltd will ensure that the working area is always kept clean and tidy.
- A car-parking plan will be produced for operatives' car parking to avoid obstruction and annoyance to others using the site.

(b) Health Risks, including

- **Asbestos**

The site has been handed over as a clean site and will not need to undergo an Asbestos survey.

- **Contaminated Land**

There is no contaminated land on site.

- **Material Handling**

Prior to purchase / delivery, all materials shall be considered regarding individual weight and offloading and lifting methods. The Site Manager shall highlight the dangers of manual handling to all operatives with the Induction process. All operatives carrying out manual handling operations will receive suitable training and instruction. Manual handling assessments will be carried out on site by both QDTS Properties Ltd site staff and sub-contractor's staff alike to ensure operative are not placed under any duress. QDTS Properties Ltd form Co-FO-061 is a standard risk assessment to enable the assessments to be carried out for any task.

- **Use of Hazardous Substances**

The project may include materials/products, which will require consideration under the COSHH Regulations. The site manager will ascertain the methods and protection measures required prior to commencing works using any such materials. Storage of such materials will be located in the site compound in adequately and conforming cabinets to ensure no unauthorised use.

The Spillage/Waste Disposal of will also be assessed to ensure procedures are put in place to prevent any potentially polluting substance from entering a drain or watercourse and ensure all materials are disposed of safely. COSHH assessments will be required.

- **Noise and Vibration**

High levels of noise over long periods of time have an adverse effect on the hearing of operatives and others affected. Noise levels shall be assessed on each site through collaborative action with Contractors, where those on site or other stakeholders near to site are at risk of exposure to Noise Levels of 80dB(A) (8Hr TWA or 40Hr TWA) or Peak measure of 135 dB (A) and or greater steps will be taken to reduce the noise levels to the lowest level reasonably practicable.

In all cases at ear exposure must not be allowed to exceed 87dB (A) (8Hr TWA or 37Hr TWA) or Peak measure of 140dB(A)

Where the Project Manager / Site Manager suspects that these noise levels are being exceeded the Health, Safety & Environmental Manager will be informed so that noise level readings can be obtained, and a noise assessment arranged.

Where average noise levels are between 80 and 85dB(A) (8 or 40hr TWA) or reach peak levels of 137dB(A) ear protection must be provided and operatives encouraged in wearing it.

Where these levels are exceeded the use of hearing protection will be mandatory, as will be full noise assessment by the organisation undertaking the work.

Areas where the above is the case will be clearly indicated with signs and notices, any person failing to use hearing protection in these areas will be subject to disciplinary action.

Particular items of plant requiring assessment using form CO-FO 060 to assess for noise and vibration on the following:

- Jackhammers and compressors.
- Compactors and rammers.
- Pile driving equipment.
- Road planers.
- Abrasive wheel cutters and grinder.

This list is not exhaustive, and the level of risk will vary according to site conditions. Dumpers and forklift trucks may present a risk in certain conditions and an assessment must be made for each site of all items of plant, equipment and machinery giving rise to high levels of noise.

- **Environmental Noise**

Environmental noise can be a very emotive subject and a cause of stress and annoyance to local residents and in some cases disturb local wildlife.

Steps must be taken to ensure that the impact of environmental noise has been considered and action taken as appropriate (see below): -

Community Liaison must be undertaken before commencement of a project.

The site team must be fully aware of the 'operation times' for the project and these must not be breached (unless formal permission has been granted).

The site team must be aware of any measures sub-contractors have taken to try and reduce the impact of noise during the construction operations.

For some construction projects e.g. in residential or extremely built up areas it may be advisable to make an application to the relevant local authority, for consent under Section 61 of the Control of Pollution Act (COPA) 1974. The advantages for applying for a Section 61 are: -

- The project can programme works without the risk of local authority intervention
- The risk of delay costs due to abatement are reduced
- Formal acceptance by the local authority that "best practical means" has been adopted in relation to noise management

The decision for application of a Section 61 will be on a project-by-project basis and the reason for the decision will be recorded as appropriate.

- **Vibration including hand-arm and whole-body vibration**

Some work operations involve items of equipment that present a risk to the operators from vibration particularly hand/arm vibration. Several hand tools are recognised as presenting such a risk and include pneumatic breakers and drills, chain saws, portable grinders and chipping hammers.

In reviewing subcontractor's safety documentation where these tools are to be used a check will be made to ensure that the risks from vibration have been considered and that appropriate control measures implemented. These are to include tools designed with vibration suppression handles, tools etc., maintenance of the tools to keep them sharp, rotation of labour to reduce the length of time anyone operator spends using a tool generating harmful vibration and other controls. Provision of personal protective gloves designed to minimise vibration will only be considered as a last resort.

- **Ionising Radiation**

Ionising radiations occurs as either electromagnetic rays (such as X-rays and gamma rays) or particles (such as alpha and beta particles). It occurs naturally (e.g. from the radioactive decay of natural radioactive substances such as radon gas and its decay products) but can also be produced artificially.

None present on site.

- **Exposure to UV Radiation**

Operatives will be permitted to wear QDTS Properties Ltd corporate clothing; this will provide adequate protection from UV rays. Operatives will also be encouraged to wear a hat with a peak & a brim or flap to cover the neck & ears, we advocate the use of a high factor sun cream and this will be provided by the employer as a PPE requirement. Operatives will be advised to take their breaks in the shade and work will be programmed to minimise exposure. Fresh water will be available.

4 The Health & Safety File

Assembling this information starts before work commences on site and continues throughout the construction process.

Subcontractors are informed of the requirements for providing information for the Safety File when their order is placed.

Receipt of this information is tracked, and progress monitored. As work packages finish information received from subcontractors is added to the Safety File to enable it to be compiled throughout the works rather than at the end of the construction phase.

The Contracts Manager / Senior Project Manager is responsible for co-ordinating this process and will co-operate with the Principal Designer in order to provide the Health and Safety Plan in the format requested within the Pretender Health and Safety Information.

Upon completion of the project the collated information is delivered to the Principal Designer or where the Principal Designer is no longer in place delivered to the Client. **Appendices to the Health, Safety and Environmental Plan**

Appendix A – Construction Programme

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Appendix B – Site Risk Assessment

QDTS Construction Ltd
Site Risk AssessmentCo-Fo-055
Rev: d
Rev Date: 28.07.2020

Probability	Severity					Probability Numerical Score	Severity Numerical Score	Risk	Control Measure
	1	2	3	4	5				
5	5	10	15	20	25	1	1	1	1-3
4	4	8	12	16	20	2	2	2	Consider what more can be done to further reduce the risk to acceptable levels
3	3	6	9	12	15	3	3	3	Reduce the risk before work commences
2	2	4	6	8	10	4	4	4	
1	1	2	3	4	5	5	5	5	

The level of Risk to Health and Safety arising from a given Hazard is determined using the following table and formula:

Calculating Level of Risk.....Probability (P) x Severity (S) = Risk (R)

Ref	Amendment Date Tracker (insert date)	Assessed by:	Aspect					
a.								
b.								
c.								
d.								
e.								
f.								

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure			Residual Risk Value		
		Yes/ No	P	S	R				P	S	R
Project: 168 Bridge Street West											
Ground and soil conditions	Contaminated land	No									
Contamination history / past use?	Failure of excavations / structures	No									
	Asbestos / other waste	No									
Water Table	Contamination	No									

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure			Residual Risk Value		
		Yes/ No	P	S	R				P	S	R
Project: 168 Bridge Street West											
Old basements	Structural failures	No				Restrict access and refer to Structure Eng. Report					
Underground workings and pits	Ground openings	No									
History of subsidence											
Geology / Archaeology	Damage Heritage	No				Restrict access and refer to Structure Eng. Report and monitor any movement					
	Biological (e.g. plague)	No									
Level changes	Vehicle overturn	Yes	4	4	16	Traffic management plan	1	2	2		
Exposure factors	Cold / heat / exhaustion	Yes	5	3	15	Tool box talks	1	1	1		
Vegetation	Knotweed / tree protection orders (TPO's)	No									
Structural stability	Undermined neighbouring buildings	Yes	4	5	20	Restrict access and monitor movement	2	2	4		
Vermin	Biological / leptospirosis	Yes	4	3	12	Food waste bins and toolbox talk on Weir's disease	2	1	2		
Watercourse / flood plains	Contamination / drowning / flood	No									
Adjoining neighbours	Nuisance	Yes	3	3	9	Letter drop and use banksman/ gateman	2	1	2		
Pedestrian and traffic routes	Access interruption	Yes	3	2	6	Ensure that routes around boundary and in particular access points are clear and free of slip trip and fall hazards. Erect perimeter fencing/hoarding	1	1	1		

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
Buildings, roads, water courses	Falling objects Slip, trips, falls, impact Dust	Yes	3	3	9	Good housekeeping, traffic management and dust suppression	1	1	1
Public services	Service interruption	No							
Retaining structures	Collapse / undermining	Yes	3	5	15	Under pin and monitor building	1	1	1
Work in / Adjacent Existing Buildings									
Continuous use or decanting	Public accident	Yes	2	3	6	Ensure site segregation, physical barriers and signage.	2	1	2
Access for pedestrian and vehicular	Injury through vehicle movement	Yes	3	4	12	Site traffic movement plan to be completed. Segregation of pedestrians and vehicles by means of physical barriers.	2	1	2
Structural and fabric stability	Building collapse / damage	Yes	3	4	12	Install retaining wall and restrict access	1	3	3
Emergency escape	Access routes obstructed	Yes	2	3	6	Emergency access routes to be kept clear of rubbish. Fire points to be maintained and fire drill to be conducted	1	1	1

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
Existing hazardous materials	Exposure of material or substance to operatives	No				Ensure that all material safety data sheets are available for all substances on site and COSHH assessments have been undertaken and communicated to site personnel			
Security and vandalism	Unauthorised access	Yes	4	3	12	Site Security and hoarding in place	1	2	2
Fragile roofs	Fall / exposure to steam or chemical outlets	Yes	3	4	12	Remove and rebuild roof	1	1	1
Floor loadings for crane support	Structural damage / failure	No							
Existing plant	Damage / service failure	No							
Existing maintenance processes	Injury to maintenance teams	No							
General Site Hazards									
Personal protection	Crush fingers / toes Struck by vehicles biological / physical from substance	Yes	4	4	16	All operatives to wear as a minimum, hard hats, toe capped boots, high vis vests / coats. All other PPE as identified in risk assessments.	2	1	2
Services									
Underground and overhead	Electrocution / fire / flood / service interruption	Yes	4	4	16	Refer to drawing, mark up and use banksman when excavating	2	1	2
Any other existing services	Electrocution / fire / flood / service interruption	Yes	4	3	12	As above	2	1	2
Access to Site									
Access and restrictions	Breach of clients requirements	Yes	2	2	4	Establish site hours. To be communicated in site induction and identified in CPHSP.	1	1	1

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
General access to site compound	Unauthorised access / struck by vehicle	Yes	3	4	12	Site enclosed by 2m anti climb heras fencing with separate vehicle access. Vehicle access to be secured when not in use. All operatives, visitors and staff to report and sign in at the start and end of each shift.	1	1	1
Emergency access	Emergency services unable to gain access to site	Yes	3	3	9	Key holder to site notified to the Police.	1	1	1
Pedestrian movement around the site	Slip, trip, falls falling objects Struck by vehicle	Yes	3	3	9	All persons on site to be inducted. Site traffic management plan to be completed. Segregation of pedestrians and vehicles by means of physical barriers.	2	1	2
Material deliveries and storage	Fall of stacked materials, impact with delivery vehicles, manual handling		3	3	9	Lay down area for materials which is fenced off	2	1	2
Fire and Emergency									
Fire	Fire ignition, unable to escape, unable to extinguish, alarm not raised	Yes	2	3	6	Undertake Fire risk assessment Hs-FO-067.	1	1	1
Incident	Injury	Yes	3	3	9	Undertake First Aid Provision assessment Hs-FO-066.	2	1	2
Welfare									
Canteen / drying room	Biological / food poisoning, slips, trips, falls	Yes	4	3	12	Room to be cleaned on a daily basis including fridge, microwave and all surfaces. Adhere to Covid 19 protocols	2	1	2
Toilets	Infection / slips, trips, falls	Yes	4	3	12	Facilities to be cleaned on a daily basis. Adhere to Covid 19 Protocols	2	1	2

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
Environment	Heat / cold / physical exhaustion	Yes	4	3	12	Regular breaks and hot and cold drinks as appropriate.	1	1	1
Office	Slips, trips, falls, DSE	Yes	3	3	9	Room to be kept clean on a regular basis and where the use of DSE equipment is used an assessment undertaken	1	1	1
Site Works									
Work undertaken by direct workforce	Unsafe work practices, near issues, injury / significant injury	Yes	3	3	9	Works undertaken by direct workforce to be identified and assessed on the end of this assessment	2	1	2
Works undertaken by subcontractors	Unsafe work practices, near issues, injury / significant injury	Yes	4	3	12	Subcontractors to provide risk assessments and method statements for the work to be undertaken. Site management team to evaluate the RAMS and only allow the subcontractor to proceed when the documentation is deemed satisfactory.	1	1	1
Temporary Works i.e. scaffolding	Collapse	Yes	4	4	16	Consideration to be given for design.	2	1	2
High risk activities i.e. hot works	Fire / explosion / injury / significant injury	Yes	4	3	12	Operate Permit to Work system	2	1	2

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
Excavations	Asphyxiation, crush, service strikes, undermining, heat stress	Yes	4	5	20	Permit To Work system in operation. Inspection of works before each shift and ensure that emergency arrangements are in place.	2	1	2
Hazardous substance	Asbestos, poisoning, burns, flammable vapours, sensitisation, allergic reaction, physical and biological disease.	Yes	3	3	9	Ensure asbestos register is available on site. Ensure that all material safety data sheets are available for all substances on site and COSHH assessments have been undertaken and communicate to site personnel.	2	2	4

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
Plant and equipment	Unauthorised use, fails to danger due to poor maintenance, injury, HAVS, oil leaks, source of ignition	Yes	4	4	16	Plant and equipment to be inspected and maintained. Only authorised and trained operatives to use equipment and certificates are to be submitted for validation. Safe storage of fuel by means of bunding to be provided.	1	1	1
On site and off site cranes	Fall of objects	No				Permit to be issued and maintained for all lifting operations.			
Lifting over public areas	Falling objects, oversailing without permission, failing loads	No							
Sloping site	Vehicle overturning / insecure loads	Yes	4	3	12	Traffic management plan	1	1	1
Occupational Health									
Manual handling	Musculoskeletal injury	Yes	3	4	12	Undertake Manual Handling Assessment HS-FO-013	2	1	2
Effluent discharge	Biological / hepatitis	No							
Dis-guarded hypodermic needles	Biological - HIV / hepatitis	Yes	4	3	12	Have a sharps bin on site and litter pickers to prevent stick			

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Aspect	Potential Hazard	Specific to this project	Initial Risk Value			Control Measure	Residual Risk Value		
Project: 168 Bridge Street West		Yes/ No	P	S	R		P	S	R
Dust	Asthma / silicosis	Yes	3	5	15	Use water for dust suppression	2	1	2
Noise and vibration	Occupational deafness / HAVS	Yes	3	3	9	Undertake the Noise and Vibration Assessment Hs-FO-074.	2	1	2
UV exposure	Sunburn / heat exhaustion	Yes	4	2	8	No bare torsos. Vest and t-shirts to be worn. Sun cream / barrier cream to be made available. Cold drinking water available.	1	1	1
Environment									
Waste segregation	Mixed waste entering segregated skips	Yes	3	3	9	Mark up and segregate skip	1	1	1
Others									

Appendix C – Project Specific Environmental Aspects & Impacts

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Environmental Operational Control Register

I Waste Management

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
I Waste Management				
✓		General (Mixed) Waste	1. Ensure only an approved waste provider or waste brokers are used. 2. Ensure you have waste carriers license, site licenses & waste transfer notes. 3. Ensure that the 'site waste management plan' has been filled in. 4. Review Waste Help sheets 5. Check the toolbox talk register on 'Storage of Waste'.	Seek Advice from <i>approved waste provider</i> or waste brokers. QDTS HSE team or the Environment Agency (as appropriate)
✓		Hazardous Waste (generation from site activities i.e. oils, paints, adhesives etc)	1. Ensure only the approved waste provider or waste brokers are used. 2. Ensure that you have waste carriers license, site license & waste consignment notes. 3. Ensure that the 'site waste management plan' has been filled in. 4. <i>If you are likely to exceed > 500kg's hazardous waste</i>, ensure that the site has a 'Hazardous Waste Code' to enable hazardous waste to be removed. 5. Follow the instructions in planning & management of waste onsite (En-QDTS-001) 6. Review Waste Help Sheets 7. Can contaminated land be remediated onsite? See site waste management plan?	Seek Advice from the <i>approved waste provider</i> or Waste Brokers. QDTS HSE team or the Environment Agency (as appropriate)
✓		Disposal of Asbestos related products	1. See H&S – Asbestos Policy 2. Must be an HSE licensed contractors 3. Waste must be moved with a consignment note 4. Check waste carriers & site license details.	Seek Advice from QDTS HSE team or the Environment Agency (as appropriate) Liaise with Asbestos removal contractor

Water

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
2 Water				
		Groundwater Contamination from soil stabilisation process	1. Detail level of water table in contract documentation 2. Use specialised contractor 3. If risk is identified as significant, control measures must be incorporated into site specific method statement.	Liaise with specialist contractor For any incidents resulting in serious damage to adjacent land, contact your contracts manager initially, then HSE team as appropriate
		Contamination of controlled waters from site de-watering	1. Dewatering operations must not be discharged directly into a water course. Consent to discharge must be obtained.	Complete an Accident / Incident report form
		Water disposal onsite (e.g. washing out paint brushes)	1. If you have contaminated water to dispose of on a construction site – access to a foul sewer is necessary. Note: It is illegal to discharge to foul without permission from regulator. 2. If you are properly connected to mains sewerage & are washing out e.g. paint brushes – then the dirty water will not require an additional consent.	Seek advice from HSE team or Environment Agency as appropriate
		Pollutants into watercourse from site – silt, fuel / oil, concrete & chemicals (e.g. from general site runoff, pumping out excavations & spills)	1. It is illegal to put any polluting matter into controlled water without obtaining permission. 2. Prior to discharge to foul – site water may require some treatment e.g. settling tank, filtrate through e.g. grass beds or straw, chemical treatment e.g. lowering ph.	Seek advice from HSE team or Environment Agency as appropriate

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

3. Spillage Control

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
3 Spillage Control				
✓		Pollution Incident from e.g. fuel spillage	1. Regular maintenance / services to be undertaken on all plant (see plant inspection sheets). 2. Ensure plant are fitted with an environmental spill kit 3. Designate fuel storage / refuelling area. 4. All drums must be stored securely, sited on a drip tray (or equivalent hard standing area) and labelled correctly. 5. Soil analysis & ground investigation to be carried out. 6. See toolbox talk on storage of oils. 7. If risk is identified as significant, control measures must be incorporated into a site-specific method statement.	Ensure environmental spill kits are adequate for location and volume of substances being stored Check toolbox talk on spill control Undertake spill response training of key personnel (ensure it has been undertaken) Complete Accident / Incident report form.

4. Nuisance Management

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
4 Nuisance Management				
✓		Noise emitted from e.g. the use of mechanical plant and equipment, piling & demolition of structures	1. Consider the alternative work methods use silencing equipment when practicable 2. Check toolbox talk on noise 3. Check with supplier or manufacturer re additional measures to minimise noise 4. Review Noise section in construction phase plan. 5. Consider applying for a section 61 – prior consent from Environmental Health if working in sensitive areas (authorisation for a mobile crusher must be obtained from the local authority). 6. Adopt stringent working hours and communicate this to the contractors. 7. Liaise with local community & (EHO) 8. If risk is identified as significant, control measures to be incorporated in site specific method statement	Document any complaints in the HS&E Complaints log Seek advice from HSE team or Environment Agency as appropriate

4 Nuisance Management				
✓		Odour emissions (e.g. asphaltting, use of solvents)	1. Fume extraction if in confined space 2. Use substances in accordance with manufacturers instructions (including the need for a COSHH Assessment) 3. If risk is identified as significant, then control measures must be incorporated into the site-specific method statement	Liaise with local community / environmental health officer Document any complaints in the HSE log Seek advice from HSE team or Environment Agency as appropriate
✓		Mud on road from site operations	1. Ensure that tyres and undercarriage of all wagons are clean prior to leaving site 2. Consider using a wheel wash / jet wash system 3. If soils are contaminated then a clean down area should be set up. Be aware of where the water discharges to. 4. Use of road sweepers is essential to portray effective site management. 5. Ensure that muddy water does not discharge	Document any complaints in the HSE log

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

5 Materials Storage

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
5 Materials Storage				
✓		Dust arising from e.g. demolition, cutting, use of earthmoving equipment	1. Planning of demolition work – consideration to be given to local environment 2. Check toolbox talk on dust. 3. Damping down must be carried out if dust arising. 4. Liaise with local community regarding works & duration 5. If risk is identified as significant it must be incorporated into the site-specific method statement.	Cessation of works & review control measures if complaints received. Document any complaints in the HSE log Seek advice from HSE team or Environment Agency as appropriate
✓		Parking in adjacent residential area/ grass verges	1. Source local car parks or area within the site that could be utilised for parking 2. Liaise with local residents 3. Communicate parking requirements to sub- contractors 4. Parking should not be allowed on grass verges	Document any complaints in the HSE log
✓		Increased traffic on surrounding roads	1. Determine best route to site avoiding where possible residential areas. 2. Limit deliveries to specific time periods e.g. considering schools, peak traffic periods etc	Seek advice from HSE team or Environment Agency as appropriate
✓		Storage & use of hazardous substances	1. All substances (esp. hazardous) to be stored in correct manner 2. Copy of COSHH assessment must be kept on site 3. Consideration given to alternative non-hazardous products / substances – esp. to consider if adjacent to watercourses	Seek advice from HSE team or Environment Agency as appropriate Document any complaints in the HSE log

Other Environmental Issues

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
6 Other Environmental Issues				
✓		Localised air pollution mechanical plant & equipment	1. Ensure regular maintenance of plant & equipment. 2. If using public highway plant must adhere to road traffic act & subsequent regulations	Seek advice from HSE team or Environment Agency as appropriate Document any complaints in the HSE log
✓		Unintentional release of asbestos dust	1. Licensed contractor for all works involving asbestos 2. Emergency plan to be formulated see H&S procedures	Instigate emergency plan – see H&S procedures. Seek advice from HSE team or Environment Agency as appropriate. Document any complaints in the HSE log If necessary, ensure evacuation of local area
		Work adjacent to protected habitats	1. Carry out an environmental assessment to determine the location of protected specie 2. Liaise with English heritage / wildlife groups as appropriate 3. Protected species can only be moved at specific times of the year and ONLY with the relevant licenses in place 4. Licenses are required for any works which may affect 'badgers' and 'bats'.	Seek advice from HSE team or Environment Agency as appropriate

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

	Work adjacent to Site of Special Scientific Interest	1. Clearly identify & protect SSSI's 2. Liaise with English Heritage & EA protection zone must extend beyond the protected area – zone to be determined by EA. 3. If risk is identified as significant, control measures must be incorporated into site specific method statement	Seek advice from HSE team or Environment Agency as appropriate
	Work adjacent to Tree Preservation Orders	1. Mark all trees with preservation orders 2. Ensure all trees with preservation orders are protected – signage is required 3. Communicate to contractors at pre-order & inductions	Seek advice from HSE team or Environment Agency as appropriate
	Land contamination by increasing Ph of land by soil stabilisation & Release of sub surface contaminants during piling	1. Liaise with contractor carrying out works to identify areas of potential threats 2. If risk identified as significant, control measures must be incorporated into site specific method statement	Seek advice from HSE team or Environment Agency as appropriate
	Using a mobile crusher onsite	1. If you are going to use a mobile crusher onsite then you will need to apply to the local authority in the area where you are planning to use the plant. 2. They should be contacted with a work plan – they will issue a permit for use.	Seek advice from HSE team or Environment Agency as appropriate

Tick if applicable to the project	Aspect Ref	Environmental Issue	Action	Emergency Preparedness
This is a blank sheet to add own environmental issues if they so arise				

Construction Phase Health & Safety Plan

Rev: 02

Rev Date: 06-06-22

Appendix D - Standard Site Rules (Co-FO-012)

(Rules in Plan will be added to these)

Contract Name:	Neath	Contract No:	
Contract Commencement:	012/10/2022		
Project Manager:	TBC	Site Manager	Tony Devenish

1. All operatives and subcontractors must sign in at the commencement of their work and out on completion of their work in the Signing in Book.
2. All operatives and subcontractors are required to undergo an initial site safety induction on their first visit to site and attend when requested any safety update meetings.
3. Persons working on site must remain in / near their work area and must not trespass on other areas.
4. If instructed to do so by the supervising officer, work must stop.
5. Radios, cassettes, record players, iPod / MP3 players must not be played on site.
6. You must always comply with site fire instructions.
7. You must always comply with site safety signage.
8. You must take all necessary precautions to prevent nuisance from dust and rubbish, generated by your work.
9. All delivery vehicles must leave site immediately after unloading.
10. All access areas and loading bays are to be kept clear at all times.
11. The delivery area is to be kept clear of parked vehicles.
12. Parking of privately owned vehicles is not allowed on site.
13. Mobile phones must not be used in working areas other than for emergency purposes.
14. Smoking on site is only allowed in the designated smoking area and is not permitted in the canteen, shared offices or work areas on site.
15. You must report to management immediately any fault, damage, defect or malfunction of any machinery plant, equipment, tools or guards.
16. You must only use tools, equipment machinery etc for the purpose that it is designed.
17. You must use all items of protective clothing/equipment provided by your employer as instructed, not wilfully damage or misuse the same and report any loss or damage to your supervisor.
18. Unless specifically instructed, in writing, by QDTS you must wear; Hard Hat, High visibility Vest or Jacket and Steel Toe Capped Boots at all times when in a work area on site or undertaking construction works on our behalf.
19. You must wear long trousers when undertaking construction works on our behalf.
20. You must keep your work areas clean and tidy.
21. You must not obstruct any fire escape route, fire equipment or fire doors.
22. You must report all accidents and dangerous occurrences to management as soon as possible.
23. The consumption of food and drink should only be taken in the canteen.
24. You must not be on our site under the influence of Alcohol, Illegal Drugs or Medication that may impair judgement. You must not take illegal drugs or consume alcohol before attending or whilst working on site.
25. All site rules imposed by the Client and Design Team must be adhered to.
26. There is a site-specific set of Site Rules in the Construction Phase Health & Safety Plan which you are advised to read thoroughly.
27. No burning of any Materials onsite is Permitted

Misconduct Rules

Any breach of Company rules will be taken seriously, and the circumstances investigated accordingly.

The Company reserves the right to, informally or formally caution, suspend or instantly dismiss any employee that is found to have acted in any of the following ways:

1. A serious or wilful breach of the safety rules.
2. Failure to use personnel protective equipment provided and instructed to be used.
3. Unauthorised removal or interference with any guard or protective device.
4. Unauthorised operation of any item of plant machinery or equipment.
5. Wilful damage to, misuse of or interference with any item provided in the interest of Health & Safety or welfare at work.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammable or hazardous substances or toxic materials.
8. Smoking in any designated 'No Smoking' area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes.
11. Dangerously overloading any items of lifting equipment.
12. Overloading or misuse of any company vehicle.
13. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
14. Alteration to or falsification of any time sheet or day work sheet or other company record.
15. Any act of omission likely to bring the reputation of the Company into disrepute.
16. Stealing or misappropriating the property of the Client, the Company or property of a fellow employee.
17. Fighting, bullying or acting in a manner considered un-necessarily intimidating on site or on Company property.
18. Failure to notify management of absence or health problems.
19. Refusal to comply with instruction regarding work or safety.
20. Incapability whilst on duty brought about by alcohol or illegal drugs.
21. Actions that constitute either discrimination or abuse, based on; race, gender, sexual orientation or disability.

An employee who considers that he/she has been unfairly dealt with should invoke the company's grievance procedure which may be obtained from the QDTS Properties Ltd Drop Box.

Appendix E – Site Waste Management Plan (En-FO-021 Where applicable)

Appendix F – Site Delivery Plan





Fire Action

On Discovering a Fire

- Sound The Alarm _____
- Evacuate – Closing Doors and Windows
- Tackle The Fire Only if Trained To Do So

On Hearing the Fire Alarm (a Loud Siren or Bell)

- Leave the Building Using the Nearest Exit
○ _____
- Report To Fire Marshall At The Assembly Point
○ _____
- The Fire Marshall Will Call The Fire Brigade

To Summon the Fire Brigade

- Dial _____
- State FIRE AT: _____



Do Not

- RUN or PUSH
- STOP TO COLLECT BELONGINGS
- RE-ENTER THE BUILDING UNLESS INSTRUCTED BY CHIEF FIRE MARSHALL



First Aid Equipment is Located _____

First Aiders are _____

For Medical Aid Dial _____

The Nearest Hospital is _____

Environmental Action

**If you are involved in an
Environmental incident**



Implement spill response and seek assistance from the site team.

The Environmental Co-ordinators on site are:

--

The designated refuelling station is:

--

The Spill kits are located:

--

**Report all environmental incidents to a member of the site
management team.**

**Make sure that all environmental incidents are recorded in
the Incident Book kept by:**

--

Record of Monthly Fire Drills

Site Name	Date of Drill	Drill Coordinator	Time taken	Comments following Drill	Actions taken